

# Quick Time Study

In order to grow your business, you will need to carve 5 to 10 hours a week out of your busy schedule. Considering that you are probably working 60 to 80 hours, this may be difficult but should not be impossible. Once you have some time to invest in team building and marketing, you will see your business begin to grow. Let's find out where your time is going...

1. Fill in the chart below to estimate how much time you spend per each day of the typical week working in your business:

Day of the week	Hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Total	

2. Fill in the chart below with the 6 to 12 tasks categories you do on a weekly basis. e.g. communication (mail, phone, email), delivery of service, billing, sales calls, meeting with clients, etc.

Task	Hours
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
Total	

3. Re-work and re-figure the numbers in these tables until the Total Hours in both tables are approximately equal. This will give you a good picture of what tasks are consuming your time.
4. Now, choose the one or two task categories that can be delegated. We will work with you to develop a plan to delegate one or two areas to other team members in your business or to a new recruit to your business.



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t: 0800 055 6343 e: info@aspiremanagement.co.uk w: www.aspiremanagement.co.uk

Reg'd Office: Whistler's Dell, Clarinish, Rhu, Glasgow G84 8NH